

Every successfully person and business must have accurate system for keeping track of finances.

Name: Music Store Checkbook

The goal is to solve this problem without my help.

The rules: You will not be told how to organize the information. There can be more than one right answer. There are many different ways to solve this. Don't worry if you cannot do everything I will teach it in a few a days.

The guidelines: The following is a list of transactions for a Music Store's deposits and withdrawals. They need to be put into a spreadsheet so they can be analyzed more efficiently and keep track of the balance.

1. **Their current balance as of 1/6/13 was \$35,431.00.**
2. They need totals for deposits, withdrawals and a running balance.
3. They want one set of information in a spreadsheet.

Money put into the bank			Money being paid to others (-)		
DATE	DEPOSIT#	(+) DEPOSITS	DATE	CHECK#	WITHDRAWALS
1/7/13			1/8/13	932	123.65
1/8/13	543	785.23	1/9/13	933	354.23
1/9/13	544	1,245.32		934	789.23
1/10/13	545	4,587.00		935	1456.87
1/11/13	546	2,354.87		936	3156.32
1/12/13	547	3,654.45		937	547.36
1/13/13	548	3,254.56	1/10/13	938	654.32
1/14/13	549	2,365.87		939	698.34
1/15/13	550	6,874.56	1/11/13	940	789.32
1/16/13	551	3,291.65		941	654.78
				942	3691.54
				943	547.32
			1/12/13	944	789.23
				945	785.23
			1/13/13	946	741.32
			1/14/13	947	783.21
				948	782.32
			1/15/13	949	5472.78
				950	785.64
				951	478.32
			1/16/13	952	789.38